



Source Water Protection Development and Implementation Grant Application Criteria and Instructions for Form 780-2163

Water Protection Program

5/2012

This fact sheet provides an overview of the Source Water Protection Development and Implementation Grant program administered by the Missouri Department of Natural Resources. Part one of this fact sheet describes the program's purpose and objectives, specific requirements, limitations and the conditions for applicant and project eligibility. Part two provides step-by-step instructions for filling out the application form (Form 780-2163).

Purpose

The department's Source Water Protection Program is designed to assist public water systems and the communities they serve with developing local voluntary source water protection plans to protect their source of drinking water from existing or additional contamination. The federal Safe Drinking Water Act, §1452(g) and §1452(k), authorizes the Department of Natural Resources to allocate a portion of the Missouri Drinking Water State Revolving Fund to promote source water protection awareness, education and implementation. The Source Water Protection Development and Implementation Grant program is designed to provide reimbursement funds to public water systems for projects aligned with the scope of this mission.

Objectives

1. Educate and inform the citizenry of Missouri about source water protection and the benefits local planning efforts can offer to communities and the public water systems responsible for providing them safe, quality drinking water.
2. Provide financial assistance to eligible entities devoted to promoting source water protection awareness and to implementing practices designed to eliminate or minimize existing or potential contamination to source water areas.
3. Assist public water suppliers and the communities they serve with the development of local source water protection plans through participation with the voluntary Source Water Protection Program.

Applicant Eligibility

Primary community public water systems are eligible to apply for grant funds through this reimbursement program.

Project Eligibility

Submitted projects are eligible for funding if they promote awareness and education of source water protection issues, implement best management practices to minimize or eliminate contamination of raw drinking water sources, or if they will assist a primary community public water supply to develop and submit a local voluntary Source Water Protection Plan for

endorsement to the department. Funding is dedicated to protecting raw drinking water sources and is not available for routine operation and maintenance of a public water system or improvements to the utility's infrastructure, storage, treatment processes or distribution network. Security projects are eligible provided the project is addressing security of the source water area or raw water intake devices from unauthorized tampering, vandalism, or other threats that could impair or contaminate the drinking water source. The following is a list of activities potentially eligible for funding through this program (this list is not all-inclusive):

- Developing a source water protection plan.
- Implementation of best management practices to protect source water areas.
- Update of potential contaminant inventories.
- Local steering committee or planning team activities and public participation.
- Restoration or conservation of source water protection areas.
- Plugging of abandoned domestic, multiple family, or public drinking water wells.
- Security measures for source water protection areas or raw water intake devices.
- Public education and information initiatives.

Specific Requirements

- Eligible applicants must be in compliance with all state and federal regulations or actively working towards compliance with the department to receive funding.
- Submitted projects and proposed activities must comply with all state and federal laws. For example, plugging of abandoned drinking water wells will only be funded if the work is performed by a well driller or pump installer certified by the State of Missouri to perform the proposed well decommissioning. Well Abandonment Registration forms must be filed with the department's Division of Geology and Land Survey. A copy of the well Abandonment Registration Form must also be provided to the department's Public Drinking Water Branch prior to reimbursement.
- Matching funds are not required for applications to be considered for funding.
- Upon completion of the project, a brief final report must be submitted to the Water Protection Program's Public Drinking Water Branch that summarizes the outcome and benefits of the project.
- One copy of any informational or educational materials produced through the project must be submitted to the department, along with related invoices, prior to reimbursement of funds. Any printed materials funded through this program must credit the department appropriately as the partial or sole source of funds used to produce the materials.
- Applications may be submitted at any time during the state fiscal year, which extends from July 1 through June 30. Eligible projects and applications will be considered for funding on a first-come, first-served basis as allocated funds remain.
- Grant recipients and subcontractors may be required to comply with provisions of the Davis-Bacon Act as described in the code of federal regulations (29 CFR 5.5). Grant recipients are responsible for maintaining complete records to document compliance with the Davis-Bacon Act as appropriate. Written documentation must be submitted to the department regarding projects not bound by requirements of the Davis-Bacon Act.

Limitations

- Awards are limited to a maximum of \$10,000.
- The following items are not eligible for funding through this program, but may be included as in-kind match:
 - Equipment purchases that cost \$5,000 or more.
 - Public water system staff time or volunteer services.
 - Land acquisition costs or conservation easements.
 - Travel or refreshment costs.
 - Infrastructure improvements to a water system's distribution network, storage system, or treatment processes.
 - Routine operation and maintenance of a water system.
 - Indirect costs.
- Project periods are limited to one year in length. The effective project period begins the date a financial assistance agreement with the applicant is signed by the department.
- Only costs incurred during the effective project period are eligible for reimbursement.
- Well decommissioning work must be performed by a certified well drilling or pump installation contractor certified to work in Missouri pursuant to the Missouri Well Construction Rules, 10 CSR 23-3.110. Domestic drinking water wells in Missouri may legally be plugged by the well owner; however, reimbursement funds through this program will only be awarded for wells decommissioned by a certified well-driller or pump-installer, regardless of water well type.
- Initial grant awards may be amended upon request from the primary applicant at any time during the effective project period upon consultation with the department. Additional work or expenses (not approved through the initial agreement) must be approved by the department to qualify for reimbursement. An amended financial assistance agreement must be signed by the department and primary applicant prior to incurring any additional expenses.
- All submitted project applications are date stamped upon receipt by the department.
- The department reserves the right to weigh all applications about the quality of the proposed project and readiness to proceed in order to effectively use available funds. Proposed activities may be prioritized, expanded, or removed upon negotiation between the department and the applicant.
- Expenses incurred prior to department approval are not reimbursable under any circumstances.
- Availability of funding through this grant program is dependent upon annual allocation of funds through the Missouri Drinking Water State Revolving Fund. Applications received after available allocated funds are fully used may be retained and considered for funding in the following fiscal year.

Grant Processing Overview

Upon receipt of a submitted application, the proposed project is reviewed by the department for completeness and accuracy. Reviews of project applications typically take one month from the time the application is received by the department. Applicants will be notified after this review period whether the submitted project has been selected for funding or if revisions to the proposed project are necessary to qualify for a reimbursement grant.

The processing of awards for selected projects begins following the internal review period. Grant recipients should expect to receive an award package from the department approximately two months from the time the application is initially received and date stamped by the department. This package includes the following documents:

- Two Financial Assistance Agreements (signed by the department):
 - One copy must be signed and returned to the department.
 - One copy must be kept on file by the award recipient.
- Scope of Work Document:
 - This document describes the pertinent details of the project and the agreed upon financial conditions of the grant and must be kept on file by the grant recipient.
- Suspension/Debarment Form:
 - This form must be completed and returned to the department prior to the recipient receiving reimbursement funds.

Approved expenses are reimbursed following receipt of relevant invoices and a formal letter of request for reimbursement from the primary applicant. Expenses related to well decommissioning work can only be reimbursed after a copy of the approved abandonment registration record form (which must be filed with the department's Division of Geology and Land Survey) is provided to the department's Public Drinking Water Branch. Under no circumstances will unapproved expenses be reimbursed by the department. This includes any expenses incurred prior to or following the agreed upon effective project period. The time period between receipt of invoices and reimbursement is typically less than one month; however, this time can extend if complications arise during review of submitted invoices.

All applicants must have a Vendor Input Form on file with the State of Missouri to receive reimbursement. Please contact the Source Water Protection Coordinator if you have any questions regarding this form.

Application Instructions for Form 780-2163

All applications must be submitted to the Missouri Department of Natural Resources, Water Protection Program, Public Drinking Water Branch, using Form 780-2163. This form is available electronically at www.dnr.mo.gov/forms/780-2163-f.pdf or a paper copy is available by contacting the Public Drinking Water Branch at 573-751-5331. The following information is intended to provide a step-by-step guide for applicants to follow to complete Form 780-2163.

Section 1 - Applicant Information

- In the space provided, enter information about the primary community public water system sponsoring this project. Include the system name, state assigned identification ID and available office contact information.
- Include the applying organization's federal Dun & Bradstreet Data Universal Number System, or DUNS, number. This nine-digit code is required for the Missouri Department of Natural Resources to distribute federally derived funds. This code is available by calling 866-705-5711 or online at www.fedgov.dnb.com/webform.
- Indicate the primary U. S. Congressional District and Missouri House and Senate Districts in which the applicant is located. This information can be provided by the Water Protection Program's Public Drinking Water Branch upon request.

Section 2 - Project Management Information

Indicate the title of the proposed project and the project manager's name, title and contact information in the spaces provided. Indicate the anticipated project period in the appropriate field.

Note: the effective project period extends one year from the date a financial assistance agreement is signed by the Missouri Department of Natural Resources.

Section 3 - Detailed Project Description

This section of the grant application form is devoted to the details of the proposed project and replaces the need for providing a report-style description of the proposal. Attach additional sheets if necessary.

- Provide a brief summary overview of the project in the space provided.
- Describe the primary goals, objectives and tasks of the proposed project in the space provided.
- List and describe the project partners, additional collaborators and their associated roles in the proposed project.
- Describe the best management practices to be implemented if the submitted project is selected for funding. Best management practices are actions, activities or initiatives recognized to prevent or minimize additional contamination to a water source or remediate existing contamination. Information regarding accepted practices is available from the department's Public Drinking Water Branch upon request.
- Education and information efforts to promote source water protection are a valuable tool and a valid best management practice. Describe how these types of efforts will be incorporated into the proposed project. Also, describe what efforts will be taken to continue this initiative following the completion of the proposed project.

- Provide a brief description of the tangible products that are anticipated to result from the proposed project. This can include material items such as educational brochures or physical barriers to contamination, but may also include non-material items such as additional planning, increased awareness, or the submission of an initial source water protection plan to the department for endorsement. In general terms, this section should describe the desired results of the proposed project.
- Indicate by checking the appropriate box the current status of your public water system's source water protection planning efforts.
- A simple map of the project area must be submitted to the department for a project to be considered for funding. Maps may be mailed to the department or delivered via email.

Section 4 - Project Budget

Information regarding the project budget should be included in this section of the application form. Itemize the projected budget costs using the spreadsheet provided (additional sheets may be added if necessary). The examples provided below are not all-inclusive and certain budget items may fit equally well in another budget class. The department must be able to correlate submitted invoices with the approved budget prior to offering reimbursement for approved costs. Only approved and agreed upon costs are reimbursable. Variations or revisions to the original approved budget must be submitted to and approved by the department during the effective project period to qualify for an amended award amount.

- Public water system staff time is not reimbursable through this grant program but can be included within the budget as in-kind matching funds. Volunteer services may be counted as in-kind match.
- Materials and supplies can include items such as brochures, mailers, printing costs, or other materials needed to complete an eligible project component. Individual items that cost \$5,000 or more are considered equipment and cannot be reimbursed through this program.
- Contractual and implementation costs can include any contracted work that is used to accomplish eligible project activities. Costs associated with implementation of project tasks or best management practices may also be included within this portion of the itemized budget.
- Nominal incentives to private landowners may be fundable through this program in the form of water bill rebates or one-time abandoned well "finder's fees" for landowners that voluntarily agree to have privately owned domestic water wells plugged. Individual incentive payments shall not exceed \$50.
- In the space provided record the total budget for requested grant funds, offered matching funds, and the grand project total of requested and matching funds. Indicate the match percentage of the total grant project budget in the appropriate field.

Section 5 - Signatures

The primary project sponsor must have an authorized organization representative sign and date the appropriate fields of application form MO 780-2163.

Section 6 - Instructions for Submitting Grant Application

Mail the completed application to:
Missouri Department of Natural Resources
Public Drinking Water Branch
Attn: Source Water Protection Coordinator
P.O. Box 176
Jefferson City, MO 65102-0176.

Fax submittals shall not be accepted. A simple map of the project area must be provided to the department for a project to be considered for funding. Please contact the Public Drinking Water Branch at 573-751-5331 if you have any questions regarding required documentation or options for providing these materials to the department.

For More Information

Missouri Department of Natural Resources
Water Protection Program
P.O. Box 176
Jefferson City, MO 65102-0176
800-361-4827 or 573-751-1300
573-526-1146 FAX
www.dnr.mo.gov/env/wpp